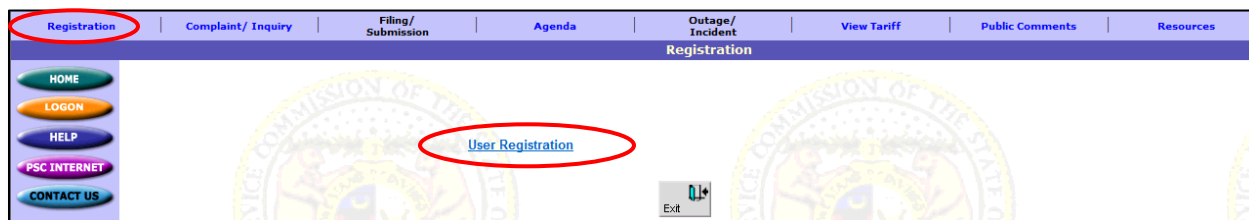# Missouri Public Service Commission
EFIS – *Create User ID's and Passwords*

To create a user ID and password for EFIS:

1. From the 'Welcome screen' click the '**Registration**' menu.
2. Select the '**User Registration**' link to open the '**Registration – User**' screen.

On the 'Registration – User' screen, complete the following steps:

3. Input the appropriate data into the following fields:
   a. '**First Name**'
   b. '**Middle Initial**'
   c. '**Last Name**'
   d. '**Street Address**'
   e. '**Mailing Address**'
   f. '**City**'
   g. '**State**' – select from the drop-down list
   h. '**Zip Code**'
   i. '**Phone**'
   j. '**Fax**'
   k. '**E-Mail**'
4. The '**Receive Notices**' box is automatically checked. *Only uncheck this box to disable ALL e-mail notifications from EFIS.*
5. Attorneys must check the '**I am an attorney**' box and complete the attorney registration section.
6. Click the **'Submit'** button to complete the registration.

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7. Confirmation of the registration will appear on the '**New User ID Assignment**' screen. The confirmation will include the new user ID.
8. An e-mail notification will be sent from efis.messenger@psc.mo.gov to the new user's email address. The notification will contain the user ID and a temporary password. Users will be prompted to change their password after logging in for the first time.
9. Click the '**Exit**' button to exit the registration confirmation screen.
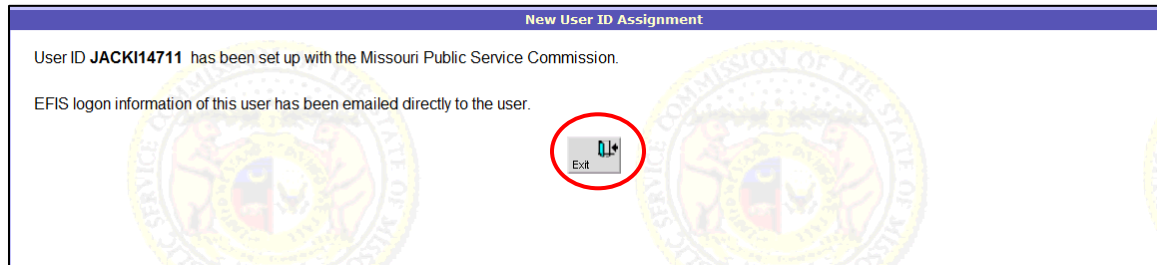
For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or datacenter@psc.mo.gov.